**Concern Form Part A**

* **Part A** is to be completed by the adult who first has a concern and reported to the Designated Safeguarding Lead (DSL) without delay.

Separate concern forms should be completed for both alleged instigator(s) and victim(s) of incidents.

* **Part B** is to be completed by the DSL

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Child’s name** | | |  | |
| **Date of birth**  This may be added by the DSL having ensured there is no risk of confusion if children have similar names | | |  | |
| **Name of member of staff/person reporting the concern** | | **PLEASE PRINT** |  | |
| **Signature** |  | |
| **Role** | | |  | |
| **Date DD/MM/YYYY** |  | | **Time** |  |

|  |  |  |
| --- | --- | --- |
| **Concern(s) - Use the body- map show any marks or injuries.** | | |
|  | | |
| **Additional form used?** | **Yes / No** | **Page of** |

**Concern Form Part B**

To be completed by the Designated Safeguarding Lead (D/DSL)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of D/DSL reviewing the concern** | | |  | | | | | | |
| **Safeguarding support already in place**  Tick and add name where known at time of report | | | | | | | | | |
| **None** | **ESA or Support Assessment** | | | **Child in Need** | **Child Protection Plan** | | **Looked After** | | **Previous social care involvement** |
|  |  | | |  |  | |  | |  |
| **Name and role of allocated worker** |  | | | | | | | | |
| **Data analysis:**  **if the concern relates to child on child abuse, state which:** | *This includes any reports and concerns, including those outside the school and online:*   1. bullying (including cyberbullying, prejudice-based and discriminatory bullying) 2. abuse in intimate personal relationships between peers 3. physical abuse 4. sexual violence | | | | | 1. sexual harassment 2. causing someone to engage in sexual activity without consent 3. consensual and non-consensual sharing of nudes and semi nudes images and or videos 4. upskirting 5. initiation/hazing type violence and rituals | | | |
|  | | | | | | | | | |
| **Name of person taking actions** | | **Actions/next steps**  **Please detail conversation and rationale for decisions – include whether concerns were shared with parents/carers, MASH and if not outline reasons why.** | | | | | | **Date of action** | |
|  | |  | | | | | |  | |

|  |  |  |
| --- | --- | --- |
| **What would the child like to happen next?** | | |
|  | | |
| **Has the child’s wishes been considered when deciding action to be taken?** | **Yes** | **No** |
| **If no, please indicate why not** | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A summary of actions must be shared with the person who raised the concern** | | | | |
| **Summary of action discussion - please include any ‘gut feeling elements’ in the discussion and also the potential impact on the child.** |  | | **Date** |  |
| **If actions agreed**  **Signature of person (overleaf) who raised the concern** | |  | | |
| **If actions *not* agreed**  **A file note added to the child’s file with a summary of discussion and the outcome/s.**  **Signature of person who raised the concern overleaf** | | **File note document number** | |  |
|  | | |

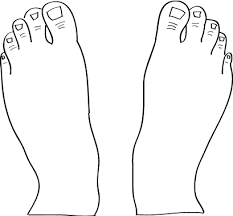
**Body Map**

**A drawing of a person

Description automatically generated with low confidence**

|  |
| --- |
| **Children must not be undressed or photographs taken of any marks or injuries** |

A drawing of a person

Description automatically generated with medium confidence[](http://www.google.co.uk/imgres?imgurl=http://pad3.whstatic.com/images/b/b8/Outline-Step-8-12.jpg&imgrefurl=http://www.wikihow.com/Draw-Human-Feet&h=379&w=409&tbnid=AJ7MuucYdGVeWM:&docid=1bIwHzz4Jb396M&ei=L-jAVfvzI6O17gaUtIfoDQ&tbm=isch&ved=0CFEQMygVMBVqFQoTCLvHgLfsj8cCFaOa2wodFNoB3Q)[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCMrps-_sj8cCFRBZ2wodMy8B7A&url=http://www.123rf.com/photo_11070906_human-soles-isolated-on-white-background.html&ei=pejAVYqDNZCy7Qaz3oTgDg&bvm=bv.99261572,d.ZGU&psig=AFQjCNGSvwCYb1N1B3PnUJKYCTzzglhtZQ&ust=1438792223276545)

Back

Palm